



INTERNATIONAL ISLAMIC COLLEGE
 الكلية الإسلامية العالمية
 KOLEJ ISLAM ANTARABANGSA

SCHOOL OF MANAGEMENT
INDUSTRIAL TRAINING PROGRAMME

SEMESTER ___ (___/___)

APPRAISAL REPORT- INDUSTRIAL SUPERVISOR

This report contributes 40% towards the total marks of the Industrial Training.

NAME : _____
 MATRIC NO : _____
 COURSE : _____
 DATE START / DATE END : _____
 NAME OF COMPANY : _____
 NAME OF ACADEMIC SUPERVISOR : _____
 NAME OF INDUSTRIAL SUPERVISOR : _____
 COMPANY TEL/FAX NO. : _____
 COMPANY STAMP :

Supervisor is kindly requested to:

- Tick the marks indicated for each item in section A, B, C, and D.
- Write comments in section E and F.
- Fill in the total marks and percentage obtained for section A, B, C, and D.
- Please submit this evaluation form to ACADEMIC Supervisor (Lecturer) in a sealed envelope on the day of your presentation.

No.1 Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur

Tel no. : 03-61876900

Fax no. : 03-61851872

FOR INDUSTRIAL SUPERVISOR'S USE ONLY:

SECTION	MARKS
A	/ 50
B	/ 50
C	/ 40
D	/ 10
TOTAL MARKS:	/ 150
40%	

.....
Assessed by:
(Signature and Stamp of Industrial Supervisor)

.....
Date

Poor Fair Excellent

A. TRAINEE'S PERSONALITY

1. Wears proper attire	1	2	3	4	5
2. Has a pleasant personality	1	2	3	4	5
3. Positive attitude & work dedication	1	2	3	4	5
4. Ability to socialize with different level of staff	1	2	3	4	5
5. Ability to communicate well with other staff	1	2	3	4	5
6. Ability to co-operate with other staff	1	2	3	4	5
7. High discipline & motivation	1	2	3	4	5
8. Leadership and decision making capability	1	2	3	4	5
9. Ability to be a self-starter and work independently	1	2	3	4	5
10. Ability to reach the workplace in time	1	2	3	4	5

B. JOB PERFORMANCE

1. Willingness to work	1	2	3	4	5
2. Knowledge of the task given	1	2	3	4	5
3. Punctuality in completing the task given	1	2	3	4	5
4. Quality of job performed	1	2	3	4	5
5. Ability to work independently	1	2	3	4	5
6. Ability to work in group	1	2	3	4	5
7. Responsible in handling task	1	2	3	4	5
8. Competitiveness in performing task	1	2	3	4	5
9. High creativity & innovation	1	2	3	4	5
10. Attention to accuracy and detail	1	2	3	4	5

Poor Fair Excellent

C. GENERAL SKILLS/PERFORMANCE

1. Able to synthesize information and communicate it effectively.	1	2	3	4	5
2. Analyze skills; able to determine information needs for self and patrons.	1	2	3	4	5
3. Able to select the best potential resources to meet information needs.	1	2	3	4	5
4. Able to organize, classify, and deliver information effectively.	1	2	3	4	5
5. Able to create and communicate possible solutions to problems.	1	2	3	4	5
6. Able to use computer component and software (Microsoft Office)	1	2	3	4	5
7. Able to operate office equipment (photocopier, scanner, facsimile machine, etc)	1	2	3	4	5
8. Able to establish priorities, maintain schedules and manage time effectively.	1	2	3	4	5

Poor Fair Excellent

D. OVERALL

- 1. The student learned the things he/she intended to learn during the internship.

- 2. Overall, student made a significant contribution to the organization by performing work tasks effectively and efficiently.

E. TRAINEE'S POTENTIAL IN FUTURE:

F. OVERALL COMMENTS:
